

Selectmen's Agenda Items

Follow-up Status

5/22/2012 16:34							
Item	Task(s)	Date(s)	Point	Current	Est. Date		
		Discussed	Persons	Status	Completion	Comments	
Tracking System	Develop draft	8/31/2011	Terri	Completed	Completed		
	Track items, keep up to date	8/31/2011	Terri	Ongoing	Ongoing		
	Place tracking system on web	9/13/2011	Karen Pare	Completed	Completed		
Hardscrabble Road	Phase I soil report		Matt Marro	Draft received	Completed		
	Discuss draft with consultant		Matt, Terri	Completed	Completed		
	Final report		Matt, Terri	Completed	Completed		
	Survey parcel		Matt Marro	Completed	Completed		
	Central Register ad for unique parcel		Stan, Terri	Ad placed 11/18, running 11/30	Completed	Must run again	
	Appraisal		Matt Marro	Completed	Completed		
	Negotiation with Seller		Paul		6/15/2012	estimate	
	Central Register ad for unique parcel #2		Terri				
Health Insurance Legislation	RFQ for consultant		Terri, Jamie	Completed	Completed		
	Consultant appointed: EBS		BOS	Completed	Completed		
	Invite Unions to join IAC	9/13/2011	Jamie	Completed	Completed		
	Non Union vote on IAC member	10/12/2011		BOS to vote	Completed		
	Retiree IAC member chosen	10/12/2011	Terri, BOS	BOS to vote	Completed		
	EBS begins meeting with IAC		EBS	Ongoing since 10/19/11	Ongoing		
	Send EBS docs to BOS/FC/PB	3/28/2012	TA, EBS	Completed	Completed		
	Send 150E Notification letters	4/11/2012	TA, EBS	Completed	Completed		
2nd floor Police station repairs			T. Rutherford	Completed	Completed		
			Tom, D. Best		6/1/2012	estimate	
Burpee Road	Widening road	8/24/2011	Bill Tuttle	Completed	Completed		
140 Club	Research license restrictions	8/31/2011	Donna, Terri	Completed	Completed		

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Vault	Check grants: Firelock website	8/31/2011	Terri, Dawn	Completed	Completed	funding via CPA	
	Notify Lieb and Kang	8/31/2011	Terri, Donna	Completed	Completed		
	Negotiate with Kang	8/31/2011	Russ, Terri	Completed	Completed		
	Kang to supply work timeline	10/19/2011	Kaffee Kang	Completed	Completed		
	Appoint Building Committee	10/19/2011	BOS	Completed	Completed	1st mtg held 11/16	
Tri-Town Housing	Get deadline for BOS decision	8/31/2011	Terri	Completed	Completed	W. Boylston notified	
BOS annual goals	Develop Action Plan	8/31/2011	Terri	Completed	Completed		
	Review/update BOS bi-monthly	8/31/2011			Ongoing		
Town Administrator goals	Write up goals	8/31/2011	Terri	Completed	Completed		
ADA compliance	Self-Evaluation	9/13/2011	Matt Marro	Completed	Completed		
	Transition Plan	9/13/2011	Matt Marro		Completed		
MRPC Vis. Counc.: Master Plan	Ask 3 BOS questions	9/13/2011	Terri	Completed	Completed		
Procurement questions, forms	Items requested by Chairman	9/28/2011	Terri	Completed	Completed		
Snow shovel plan	for Town Buildings	10/12/2011	Tom R	Completed	Completed		
Potential raising of fees	Collect comps, estimates	10/12/2011	Terri, DHs	Discussion at DH mtg 12/6	Completed		
CycloCross bike event	Answer questions, insurance	10/12/2011	Terri, Judy	Completed	Completed		
Post Fin Com/ATM calendar	on town web site	10/12/2011	Karen Pare	Completed	Completed		

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Terms of boards/committees	Determine term: Cultural Council	11/9/2011	TA, Donna	Completed	Completed		
	Determine if 5 year term allow	11/22/2011	TA	Completed	Completed	allowed in MGL	
Give member email account	on ma.gov (Yahoo not working	1/4/2012	Karen Pare	Completed	Completed		
Adopt an Island	Coordinate, contact names	1/18/2012	TA	Completed	Completed		
	Work with Henrickson Advert.	1/18/2012	TA	Completed	Completed		
	Post on web	1/18/2012	TA	Completed	Completed		
Senior Center usage	Provide monthly reports to BO	1/18/2012	TA	Completed	Completed		
Appointment Policy	Inform all boards/ Committees	1/18/2012	TA	Completed	Completed		
Copy Wekepeke DCR disc	Forward to attendees	2/1/2012	K Pare, TA	Completed	Completed		
Legal spending	Monitor legal bills vs. budget	2/1/2012	TA	Completed	Completed		
	Discuss bills with counsel	2/1/2012	TA	Completed	Completed		
Fees/New revenue sources	Update spreadsheet	2/1/2012	TA	Completed	Completed		
Facilities Maintenance	Get completion date for PD	2/1/2012	TA	Completed	Completed		
	Suggestions for improving services	2/1/2012	TA	Completed	Completed		
	Friday shoveling plan	2/1/2012	TA	Completed	Completed		
	DPW-ask for Joint mtg:Supervisor	3/28/2012	TA	Completed	Completed		
Government Study	Draft resolution	2/15/2012	TA	Completed	Completed		
	Work with Moderator/Counse	2/15/2012	TA	Completed	Completed		
	Publicize April 30 Pub Hearing	2/15/2012	TA	Completed	Completed		

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Inspector General	Meet with IG staff in Boston	3/28/2012	TA	Completed	Completed		
Jablonsky dogs	Send Counsel letter to all	3/28/2012	TA	Completed	Completed		
Employee Salary Report	Post on web	4/11/2012	Anne Cervantes	Completed	Completed		
140 Task Force	Give materials to Mr. Foley	4/11/2012	D. Salluce	Completed	Completed		
Provide password to members	for wireless access	4/25/2011	K Pare	Completed	Completed		
Lock offices	Memo to all Depts.	4/25/2011	TA	Completed	Completed		
1835 Architectural Plans	Post documents on web	4/25/2011	K Pare	Completed	Completed		
Audit	Post audit/mgmt letter on web	5/9/2012	K Pare	Completed	Completed		
Investment Policy	Amend from 5/9/12 discussion	5/9/2012	Anne Cervantes	Completed	Completed		
	Proofread	5/9/2012	TA, John Potter		6/1/2012		
	Obtain signatures	5/9/2012	D. Salluce		6/15/2012		
	Post revised final on web	5/9/2012	K Pare		6/15/2012		
Deputy Collector	Plan for quarterly lists/reconcil	5/9/2012	Anne Cervantes		6/15/2012		